



King County
PROJECT PROGRAM MANAGER II
DEPARTMENT OF TRANSPORTATION/TRANSIT DIVISION
Sales and Customer Service Section
Annual Salary Range: \$54,000.13 - \$65,282.05
Job Announcement No.: 03CY3310
OPEN: 08/11/03 CLOSE: 08/20/03

WHO MAY APPLY: This position is open to King County employees who are career service employees, career service exempt employees, current probationary employees who attained career service status in a previous position, term-limited temporary employees and true temporary employees.

WHERE TO APPLY: Required forms and materials must be sent to: 201 S. Jackson Street, M.S. KSC-TR-0419, Seattle, WA 98104 or hand-delivered to **Career and Employment Center** at 201 S. Jackson Street, Floor 1A. Applications materials must be received **by 4:00 p.m. on the closing date**. (Postmarks are NOT ACCEPTED.) Contact Adrienne Bunney at (206) 684-1087 for further inquiries. **PLEASE NOTE:** Applications not received at the location and by the closing date and time, specified above, will not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume, and letter of interest detailing your background and describing how you meet or exceed the requirements, are **required**.

WORK LOCATION: Yesler Building, Seattle, WA

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally 8:00 a.m. – 5:00 p.m. Monday through Friday.

PRIMARY JOB DUTIES INCLUDE: This journey level position will perform skilled project management and employer outreach duties for the Employer Outreach/Transit Pass Products Sales Group. These products include Area Flex Pass, Consignment and Pre-Pay transit passes and Commuter Bonus vouchers. Work responsibilities will be executed with minimal supervision and direction by supervisory and management staff. Job duties will include the following:

- Develop, deliver and assist with the evaluation of marketing programs used to increase transit pass product sales to small and mid-sized employers in King County.
- Schedule and make customer presentations and direct sales calls.
- Respond to employer requests for transit pass program information and assistance.
- Analyze employer site characteristics and identify feasible solutions to employer transportation issues.
- Develop outreach proposals to identify and create new employer market opportunities for Metro transit pass products.
- Collect, analyze and disseminate employer and sales data.

QUALIFICATIONS: Must have two to four years of increasingly responsible experience in business to business product sales or experience in marketing transportation products and/or concepts to employers and employer groups. Evidence of experience in using varied research tools and statistical data to develop multi-sectional transit market niches within King County. Developing business to business sales strategies that will lead to market implementation of new and existing products (each having a different product life-cycle) is also necessary. A bachelor's degree in planning, business, or related field or the equivalent combination of education and experience is required. Additional requirements include:

- Knowledge of marketing and sales principles that are directly applicable to the transit market.
- Knowledge of written communications methods, techniques, and principals; ability to write and edit in a clear concise and persuasive way that conforms to good marketing writing styles.
- Excellent oral communications skills.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Broad knowledge of transit markets and demography in order to determine appropriate marketing and sales strategies to attract and retain customers.
- Skilled in applying sales principles; evidence of prospecting/closing new and retained customer sales.
- The demonstrated ability to develop and maintain effective working relationships with a diverse groups of people.
- Skill in using applicable personal computer software, such as Word, Excel and PowerPoint.
- Skill in analyzing and interpreting existing sales data and US Census data to develop marketing and sales strategy.

NECESSARY SPECIAL REQUIREMENTS: Valid Washington State driver's license or the ability to travel throughout the county in a timely manner.

SELECTION PROCESS: Applications will be screened for qualifications, clarity and completeness. Competitive applicants may be invited to participate in a panel interview.

UNION MEMBERSHIP: This position is represented by I.F.P.T.E., Local 17 - Professional and Technical bargaining unit.

CLASS CODE: 243206